

# **Circuit Court System May/2004 Software Release Announcement**

**STATE COURT ADMINISTRATIVE OFFICE  
JUDICIAL INFORMATION SYSTEMS**

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## **Release Highlights**

### **ADR (Alternative Dispute Resolution)**

- Several changes have been made to accommodate the ADR category field introduced in the prior software release.

### **CHR (Criminal History Reporting)**

- For courts with a direct communication line with JIS, we will be contacting you sometime after the release is applied to change your CHR process. This change is procedural in nature and only affects you slightly. The CHR extract will continue to run at 5:00 p.m. But instead of JIS retrieving those transactions the next morning and forwarding them on to MSP, the transactions will be sent immediately with the MSP accept/reject messages returning and printing shortly after.
- For courts that do not currently have a direct communication line, you should be getting this soon as part of the Supreme Court Judicial Network Project. Once the communication line is functional, we will contact you to change your CHR process to the method explained above.
  - Counties without a direct communication line: Benzie, Cheboygan, Dickinson, Emmett, Iron, Manistee, Menominee, Roscommon, and Ogemaw.

See the following pages for the details of the above and other enhancements.

Pilot courts: C48 Allegan and C38 Monroe.

## **Case Management Menu – Page 1**

### **CHR**

- “CHR” is a new Next Transaction Line code added to display CHR transactions created for a case by the CHR extract program. This option can be used to resend CHR transactions if necessary. Enter CHR in the Next Tran Line with a case number and press F1. The CHR Transactions screen displays.
- Options 2=Change and Resend and 3=Resend are provided. Occasionally, a CHR transaction needs to be resent to MSP. Options 2 and 3 allow you to resend a transaction. Option 2 also allows the transaction type to be changed from EJUD to MJUD or vice versa. These options can be helpful to resend a CHR transaction when nothing has been changed in the case. For example, MSP corrects an error in their system and requests you to resend the transaction. Since you do not need to change the case, the only way to resend the existing transaction is to use option 3. If the transaction type of EJUD or MJUD must be changed, use option 2 to change and resend the transaction. Please contact JIS for assistance when resending CHR transactions.
- CHR transactions can be displayed by entering a case number or CTN at the top of the CHR Transactions screen. When entering a case number, it must be entered in the format of 04-123456-FH. This is how the case number is formatted on the CHR transaction. The CTN is entered with the 12 numbers: 370412345601. If searching for transactions by CTN, blank out the case number.
- Only users with access to the CHR menu are authorized to use the CHR next transaction code.
- See the attached sample CHR Transactions screen.

### **ADR Clerk screen**

- The ADR category has been added to display in the top portion of the ADR Clerk screen.

### **ADR ROA**

- The ADR category has been added to the top portion of the ADR ROA display and print options.

## **Case Management Menu – Page 2**

### **The following forms have been updated to the 06/04 revision date:**

- MC 229 Motion, Affidavit, and Bench Warrant
- MC 230 Motion and Order to Show Cause
- MC 241 Bond
- MC 263 Motion/Order of Nolle Prosequi
- CC 265a Notice of Right to Timely Appeal
- CC 265b Advice Concerning Right to Appeal
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### **Judgments of Sentence and Order Committing Juvenile to FIA (MC219, CC219b, CC236)**

- In the prior release, these forms were changed by SCAO to include dismissed charges. The forms were changed to automatically include dismissed charges. In this release, the printing of dismissed charges has been made optional.
- At the top of each of these form screens is a field called Dismissed Chgs. A value of Y is defaulted to print the dismissed charges. Change this value to N if you do not want dismissed charges to print.

### **Judgments of Sentence (MC219, CC219b)**

- In the prior release, we changed these forms to automatically retrieve sentencing comments and place it on the comment lines on the form screens. This feature is now optional.
- At the top of each of these form screens is a field called Comments. A value of Y is defaulted to retrieve the comments. Change this value to N if you do not want the sentencing comments retrieved. If the comments are retrieved, you can still modify or remove them from the screen.
- See the attached sample Judgment of Sentence screen.

## **ADR Notice of Case Evaluation**

- In the Certificate of Mailing section, the text “at the addresses stated above” has been removed since the attorneys’ addresses do not print on this notice. Check boxes have been added in this section to indicate if the mailing is by ordinary mail or personal service.

## **Reports Menu**

### **Courtroom Calendar**

- When printing the courtroom calendar as a worksheet, the report will indicate “more charges exist” when there are more than 8 charges printed for a criminal case and “more parties exist” when there are more than 11 parties on a civil case.

### **ADR Calendar**

- Options for selecting hearing location and ADR clerk have been added to the ADR calendar.
- See the attached sample Report Menu.

### **ADR Statistics and ADR Late Fees reports**

- These reports have been modified to only list ADR cases with a category of CEV (case evaluation). ADR cases using other forms of ADR are not included on these reports.

### **ADR Review Report**

- This report has been modified to include the ADR category.
- The report may be requested by category by entering a valid ADR category (CEV, MED, ARB), or PEN for cases ordered into ADR but pending action, or NO for ADR cases with no category. The report may be requested for all categories by leaving the category field blank. The report will be segregated by ADR category.
- See the attached sample Report Menu.

## **Utility Menu**

### **PACC Codes**

- This and every release updates the PACC code file with recent additions received from PACC/PAAM. The procedure will also update expiration dates for existing PACC codes.

### **Code Table 7: ADR Clerk Event Codes**

- Prior to this release, some ADR events entered on the ADR Clerk screen automatically transferred to the Case ROA. The ADR event codes that do this are MA (ADR accepted), MCR (ADR removed), MCS (ADR settled), MR (ADR rejected), MR1 (ADR remanded), and RFM (Returned from ADR). With this release, you may determine which ADR event codes automatically transfer to the Case ROA by entering ROA in the category field of the ADR event. The above codes will continue to transfer automatically unless changed in the code table.

### **Case Reassignment**

- We have added closed case processing to the case reassignment option. Prior to this release, when reassigning cases, pending cases (open, ADR, deferred status) and all domestic cases (pending or closed) were reassigned to the new judge. The latest enhancement provides for reassigning closed cases that have had activity within a specified date range and for any case type or case type group.
- To reassign closed cases, in the Case Selection part of the Case Reassignment screen, place an X in the field next to Closed, enter an activity date range or leave blank for all cases, and enter a case type group or specific case types.
- With the addition of the Closed cases option, closed domestic cases are no longer reassigned when running the procedure for pending cases. Closed domestic cases must now be reassigned using the Closed cases option.

- Prior to this release, the reassignment procedure could not be run when the circuit system was in use, even for inquiry only purposes. In this release, the reassignment procedure will not be allowed to run when users are using update screens such as the Case, Charge, Party, Clerk, and Court screens, but will run if users are only using inquiry functions. This allows the procedure to run even though someone left for the day with their session displaying a menu or a public access session is using the system.
- See the attached sample Case Reassignment screen.

## **Report Generation Menu**

### **ADR Report Generator**

- The ADR Report Generator screen has been changed to include the ADR Category and C/P (mediator selected by court or party) fields.
- See the attached sample ADR Report Generation Menu.

## **Probation Menu**

**The following forms have been updated to the 06/04 revision date:**

- MC 245 Motion and Order for Discharge From Probation
- CC 243a Order of Probation (Felony)

## **CHR Menu**

### **CHR Transactions**

- This is a new menu option added to display CHR transactions created for a case by the CHR extract program. Enter either a case number or CTN then press enter to view the CHR Transactions screen. Enter a case number in the format of YY – NNNNNN – CT where YY=case year, NNNNNN=case number, and CT=case type.
- The CHR transactions screen is explained above under Case Management Menu – Page 1, CHR section.

## **Future Release Items**

- Caseload Part 4 – Case Age at Disposition and Pending Case Age.
- SCAO is requiring this information to be reported in January, 2006, for the reporting period of 01/01/2005 – 12/31/2005. We must have any data entry requirements ready by 01/01/2005. If data entry training is required for Part 4, we will be scheduling the training at the end of 2004.
- Additional requirements must also be programmed for Parts 1 (New Filings) and 2 (Method of Disposition).

## **Jury System**

- The last Jury system release in October, 2003, provided for tracking and reporting of jury fees.
- The future Jury system release will include an optional one-step mailing process (provided for in legislation effective June 1, 2004) and an attendance feature.